

SECRETARY TO CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a technical, highly responsible stenographic and clerical classification. Work involves taking dictation and accurate typing and the making of complex reports and records. This class shall be under the supervision of the Police Chief.

EXAMPLES OF WORK

(Note: The examples below indicate the general type of work performed in this position and are not intended to restrict duties to those listed.)

Takes and transcribes general dictation, proofreads and sends out correspondence, routes incoming mail not requiring a superior's attention.

Makes Police Chief's reports to the Mayor, both monthly and annual, on all law enforcement activities in the city.

Makes Uniform Crime Report to the F.B.I., both monthly and annual, from offense reports filed by the department on robberies, burglaries, auto thefts, homicides, etc.

Makes Traffic Accident Summaries, both monthly and annual, for the National Safety Council.

Takes statements from witnesses and confessions from prisoners at Police Station and elsewhere.

Types index cards on all individual arrests and maintains files on all arrests.

Types fingerprint cards.

Gives information to government agencies.

Operates adding machine in computing figures for reports.

Operates teletype machine to receive and transmit messages.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be not less than eighteen years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must present a certificate verifying the ability to type 45 words per minutes with minimal error.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal and word processing application;

OR

Vocational/Technical certification in the operation of a computer terminal and word processing application'

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

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